

To Massachusetts Workers:

How to File for Unemployment Insurance Benefits

To Massachusetts Employers:

Under the state's Employment and Training Law, you are required to give a copy of this pamphlet to each of your employees who is separated from work, permanently or temporarily, for seven or more days. Please complete the information below:

Employer name (as listed in DUA Quarterly Contribution Report)

DUA Employer ID Number

Federal Employer ID Number (optional)

Address

(to which DUA should mail request for separation and wage information)

You have a choice.

There are two ways to file your claim for Unemployment Insurance benefits.

You can file your claim in person.



WALK-IN Unemployment Insurance Walk-In services are available at more than 35 sites located conveniently throughout Massachusetts.

Services include assistance with filing a new claim for Unemployment Insurance, reopening a current claim, and resolving problems with your claim.

For the address of the nearest UI Walk-In site, call **617-626-6560**. After hearing the greeting, enter the number **331** on the keypad of a touch tone telephone. When you are asked to do so, enter the first five digits of your zip code. You will be given the address of the Walk-In Center nearest you.

You can also find the addresses of all Walk-In Centers in Massachusetts on the DUA web site at www.mass.gov/dua. Select “office locator” on the home page.

You can call the TeleClaim Center.



TELECLAIM Hours are Monday through Friday, from 8:30 a.m. to 4:30 p.m.

Unemployment Insurance services are also available by telephone. You can file a new claim for Unemployment Insurance, reopen a current claim, be interviewed if there are issues that affect your eligibility, obtain up-to-date information on the status of your claim and benefit payment check, and resolve problems — all by telephone.

When you call the TeleClaim Center, you will be asked to enter your social security number and the year you were born — using the numbers on a touch-tone telephone. **Then you will be transferred to an agent who will take the information necessary to file your claim.**

Filing your claim. Follow these simple steps.

Step 1 - Decide how to file your claim.

Choose to file your claim in person or by calling the TeleClaim Center. Walk-In offices are located in every region of the state. For the address of the nearest office, call **617-626-6560**. After hearing the greeting, enter the number 331 on the keypad of a touch tone telephone. When you are asked to do so, enter the first five digits of your zip code. You will be given the address of the Walk-In Center nearest you. You can also find the addresses of the Walk-In Centers on the DUA web site at www.mass.gov/dua. Select “office locator” on the home page.

To file your claim by telephone, call the DUA TeleClaim Center:

Call the TeleClaim Center at 1-877-626-6800 if you are calling from the following area codes: 351, 413, 508, 774, and 978.

Call the TeleClaim Center at 617-626-6800 if you are calling from any other area code.

When you call the TeleClaim Center, you will press a number on your telephone to choose services in English or another language. From the list of services, Press **1** — to file a new UI claim or to reopen an existing claim. You will be asked to enter your social security number and the year you were born. You will be transferred to a DUA agent who will help you file your claim.



Step 2 - Find out when to file.

For Walk-In Centers, call your local Career Center for hours.

For TeleClaim Centers, hours are Monday through Friday, from 8:30 a.m. to 4:30 p.m.

DUA is committed to providing you with prompt and courteous service. Our goal is to ensure that your claim is filed quickly and efficiently, and that your waiting time is kept to a minimum. If there are callers in queue, you will be given a message about the length of the expected waiting time. If you choose not to wait, you may call back anytime during that week and there will be no effect on the processing of your claim.

The earliest your claim may be filed is during your first full week of unemployment or the first week that you experience a significant reduction in the number of hours you normally work. A delay in filing could affect the amount of your benefits.

Step 3 - Be ready with the following information.



- Your Social Security Number
- The year you were born
- Your residential and mailing address and telephone number
- Whether you have filed an Unemployment Insurance claim in Massachusetts or in any other state during the past 12 months
- Your last day of employment
- The names and addresses of all of the employers you have worked for during the 15 months prior to filing your claim, and the dates you worked for each of these employers. If you are reopening a claim, be ready with the same information for the past 8 weeks.
- The reason that you are no longer working or that your hours have been reduced
- The names, dates of birth and social security numbers for any dependent children, if you are going to apply for dependency allowance
- Your alien registration number if you are not a U.S. citizen

Obtaining UI services by telephone.

TELECLAIM



It's Easy.

When you call the Unemployment Insurance Tele-Claim Center, you will press a number on your telephone to choose services in English or another language.

Press **1** — to file a new UI claim or to reopen an existing claim.

You will be asked to enter your social security number and the year you were born. **Then you will be transferred to a DUA agent who will help you file your claim.**

Press **2** — for immediate information on the status of your check or claim certification form.

Enter your social security number and the year you were born. You will be able to obtain automated information on the status of your weekly signing form or your UI check. This is the same information available to DUA staff. If there is a problem with your claim, you will be transferred to a DUA agent.

Press **3** — for customer assistance, to resolve a problem, to provide a social security number for a dependent child, or to change your address.

Press **4** — for information on the Unemployment Insurance program, how to file for benefits, and how to obtain job search and retraining assistance.

You can listen to recorded information on the Unemployment Insurance program and obtain the addresses and telephone numbers of the nearest offices that provide reemployment services and information on training opportunities.

This pamphlet includes important information on how to file a claim for Unemployment Insurance benefits.

Эта брошюра содержит важную информацию о том, как подать документы для получения пособия по безработице.

本手冊包括如何建立失業保險福利檔案的重要資訊。

Este panfleto incluye información importante sobre cómo entablar un reclamo por beneficios de Seguro de Desempleo.

Materyèl sa ginyin infòmacion ki impòtan o sigè dé ki gan pou fè yon déman pou asirans pou moune ki pap travay yo.

Il presente documento include importante materiale informativo su come presentare domanda circa la riscossione di un premio assicurativo per Disoccupazione.

Tập sách nhỏ này có nhiều tài liệu quan trọng về quyền lợi và trách nhiệm của bạn trong chương trình bảo hiểm cho người thất nghiệp. Hãy nhờ người dịch ra cho bạn.

Este panfleto inclui informações importantes sobre como preencher uma reclamação para os benefícios de segurança dos desempregados.

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Massachusetts Department of
Workforce
Development

Division of Unemployment Assistance

Commonwealth of Massachusetts

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities.

TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183
www.mass.gov/dua

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